AzGU NEW ACCOUNT FORM

Please complete this form and fax it to 602.542.7544 or mail to
Arizona Government University Account Administration
100 North 15th Ave
Phoenix, AZ 85007

END-USER LICENSE AGREEMENT FOR STARS

IMPORTANT-READ CAREFULLY: This End-User License Agreement for STARS ("EULA") is a legal agreement between you (either an individual or a single entity) and Arizona Government University ("AzGU") that covers STARS and supplemental information that AzGU has made available in this section of the AzGU website. By copying, downloading, accessing or otherwise using any part of STARS or the AzGU website, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not use or access any part of the AzGU Website. This EULA does not grant you any other rights but for the ones contained herein.

STARS LICENSE
STARS is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties.

GRANT OF LICENSE: This EULA grants you the right to use STARS only for its intended purpose.

RESERVATION OF RIGHTS: All title and copyrights in and to STARS are owned by AzGU. All rights not expressly granted are reserved by AzGU. In particular, this EULA does not grant you any rights in connection with any trademarks or service marks of AzGU or its suppliers.

TERMINATION: Without prejudice to any other rights, AzGU may terminate this EULA if you fail to comply with the terms and conditions of this EULA.

Individuals who have access to Arizona Government University (AzGU) data and data processing computers are prohibited from the following:
1. Revealing AzGU data to any persons who have not been specifically authorized to receive such data.
2. Attempting or achieving access to AzGU data not specifically related to their mandated job duties.
3. Entering/altering/erasing AzGU data for direct or indirect personal gain or advantage.
4. Entering/altering/erasing AzGU data maliciously or in response to real or imagined abuse, or for personal amusement.
5. Using another person's personal AzGU password.
6. Revealing their personal AzGU password to another person.
7. Asking another user to reveal a personal AzGU password.

EMPLOYEE: My signature below confirms that I have read this form and accept responsibility for adhering to this policy. Failure to sign this statement will mean that I will be denied access to AzGU data, computer equipment, and Software.

SUPERVISOR: My signature below confirms that I have discussed this statement with the employee and am satisfied that the Employee understands and accepts his/her responsibility for adhering to this policy.

AzGU requires all information in bold to establish a new account. Upon receipt of a completed signed application by fax, an email will be sent to the applicant with logon instructions and credentials.

Last Name	**First Name**	**Middle Initial**
Email Address	Employee Identification Number (EIN)	**Phone Number**
Agency Name	Street Address	City, State, Zip
Security Level (See next page for descriptions)		Mother's Maiden Name
Supervisor or Training Manager Name		**Supervisor or Training Manager Email Address**
Supervisor Signature		*Date*
Requestor Signature		*Date*

Security Levels

Level 1 – On-line users
The "default" security profile within the on-line system for Individuals using that system gives them the ability to:
• View and request facility and room schedules for meetings, etc.
• View schedules of courses including other agency courses open to general state and non-state audiences
• View the catalog of training course descriptions
• Enroll, wait-list, cancel enrollment in a class
• View the list of courses for which they are enrolled or wait-listed
• View their training history
• View their training development plan
• View their requirements status
• Launch CBT and e-learning courses
• Make payments on-line
• Send e-mail messages to training contacts
• Access linked web-sites (e.g. colleges, universities, vendors)
• Access on-line services (e.g. job competency descriptions, Resumix information, career counseling information)

Level 2 - Agency Supervisors and designated approval authorities
The "default" security profile within the on-line system for each person identified in the HRIS system as a supervisor and each person designated to be an approval authority for a person's training gives them the ability to:
• Do each function defined in level 1 for themselves or on behalf of a person or people they supervise or for which they are an approval authority
• Set-up, change, delete and view the person's training development plan
• Print reports from the AzGU standard directory

Level 3 – Agency Trainers and Training Coordinators
The "default" security profile within the STARS Training Administration system gives each agency trainer or training coordinator ability to:
• View and print a roster
• Print reports from the AzGU standard directory
• Print reports from the agency's report directory
• Change and print (but not save) requirements tracking reports from the AzGU report directory

Level 4 – Agency Input Operators
The "default" security profile within the STARS Training Administration system gives each agency training input operator ability to:
• Add, change, delete and save a training event
• Template individual offerings of a course from the bank of "master" training courses.
• Add, change, delete and save statuses
• Add, change, delete and save grades
• Override the prerequisite, eligibility and class size parameters when performing a transaction
• Perform batch enrollments
• Add, change, delete and save information put into non-write-protected fields.
• Add, change, delete, save and print letters in the agency's letter directory.
• Add, change, delete, save and print requirement-tracking tables in their agency's table directory
• Add, change, delete, save and print reports in the agency's report directory
• Change and print (but not save) reports from the AzGU standard report directory
• Add, change, delete, save and print letters/e-mail messages in the agency's directory
• Change and print (but not save) calendars from the AzGU calendar directory
• Add, change, delete and save information in the resource management system
• Add a person to the temporary domain and assign a temporary UIN

Level 5 – Agency Training Administration
The "default" security profile within the STARS Training Administration system gives each agency's training Manager or Administrator ability to:
• View resource information from other agencies (rooms, equipment, audio visuals, expertise, etc.)
• Submit a new training course for the "master list"
• Submit curriculum to the curriculum bank
• Add, change, delete and save information in write-protected fields